

MINUTES
TAHOE DONNER ASSOCIATION
REGULAR BOARD OF DIRECTORS MEETING

August 24, 2019
Northwoods Clubhouse
9:00 a.m.

A regularly scheduled meeting of the Board of Directors of Tahoe Donner Association was held at the Northwoods Clubhouse 11509 Northwoods Blvd., Truckee, California on Saturday, August 24, 2019. President Wu called the meeting to order at 9:00 a.m. The following Directors were in attendance, thus constituting a quorum of the authorized number of Directors of the Association:

Directors Present: Charles C. Wu, President
Don Koenes, Vice President
Jeff Connors, Treasurer
Jim Roth, Secretary
Jennifer Jennings, Director

Directors Absent: none

Staff Present: Robb Etnyre, General Manager
Michael Salmon, Director of Finance and Accounting (on phone)
Tom Knill, Director of Human Resources
Miguel Sloane, Director of Operations
Lindsay Hogan, Marketing Manager
Annie Rosenfeld, Director of Risk and Real Property
Robin Bennett, Recording Secretary

1. CALL TO ORDER

2. MEMBER & DIRECTOR COMMENTS

Board President Wu invited brief member and director comments on items that are not on the agenda.

Director comments were made regarding:

- None

Member comments were made regarding:

- A member spoke about the Bermgarten trail and thanked everyone for their hard work on making this trail head beautiful.

- Member commented on Trout Creek Recreation Center and the condition of the lap pool.

Members may submit additional comments by email to the Board of Directors at board@tahoedonner.com. (Members are recognized to comment on agenda items as they occur).

3. ACTION: CONSENT CALENDAR
(Board of Directors)

Items listed under the Consent Calendar are considered to be routine and were acted on as follows:

- July 27, 2019 Meeting Minutes
- Executive Session Report
 - July 27, 2019
 - July 28, 2019
 - August 2, 2019
 - August 19, 2019
 - August 23, 2019
- 5501 June Report
- Update banking signature cards
- Quarterly Fraud Prevention Policy Report
- Member Letters to the Board of Directors
- Tahoe Donner Ladies Play 9 Golf Club – New Club

Director Roth noted a correction to the July 27 minutes; the meeting adjourned at 7:40 p.m.

Director Connors removed the bank signature cards.

Director Roth moved and Director Koenes seconded to approve the consent calendar with the correction to the July 27 minutes and update banking signature cards removed. Motion Passed: 5 – 0.

Director Connors spoke about the banking signature cards and would like to make a change to the General Manager’s signature authority having two signatures required for checks below \$50,000 as two signatures are required for checks above \$100,000.

Director Connors moved to change the signature authority for the General Manager. There was no second to the motion. Motion did not pass.

Director WU moved to approve the bank signature card as it currently is Director Roth seconded. Motion passed 4-1 Director Connors abstain

4. **COMMITTEE / TASK FORCE REPORTS**

(Committee/Task Force Chairs)

The Board of Directors reviewed the Committee / Task Force written minutes and reports as a routine monthly procedure.

5. **ACTION: EVENT TENT**

(Robb Etnyre, General Manager, Charles C. Wu, Board President)

Event Tent: The Board of Directors heard several comments from home owners on the noise level and nuisance at the tent. The Board of Directors discussed the event tent and concern with the complaints received due to noise.

Director Jennings moved to stop booking events at the tent and to honor the existing contracts then remove the tent and sale it after the final event.

Director Connors adjusted motion to allow member events and their guests and continue to offer Alder Creek as a venue. There was no second to the amended motion. Motion did not pass.

Director Koenes moved to amend the motion of Director Jennings to stop further public bookings and allow member bookings to continue with music to stop at 9pm with acoustic levels to be 10 decibels below town standard. There being a motion on the table and second the motion did not pass.

Director Connors seconded the initial motion by Director Jennings. Motion passed: 3 - 2

Director Roth: No

Director Koenes: No

6. **ACTION: FIRE CAMERA**

(Annie Rosenfeld, Director of Risk Management and Real Property)

The Board of Directors reviewed and discussed the benefits and costs of installing a fire camera. Annie Rosenfeld, provided further information to the Board after speaking with Dr. Kent.

After discussion Director Jennings moved to approve the alert wild fire camera purchase up to \$50,000 and direct staff to work with the emergency services coordinator of Truckee and monitor the camera on red flag days Director Wu seconded.

Motion passed: 5 - 0

7. **ACTION: PROPOSED INCREASE IN COVENANT VIOLATION FINES**

(Annie Rosenfeld, Director of Risk Management and Real Property)

The Board of Directors heard comments from the home owners related to the increase in violations. Fred Zapponi, gave an overview on the increases and noted that the fines haven't been increased in 15 years.

Director Wu stated that the Board is postponing the decision on this item until further legal review.

No action taken.

8. **BREAK** taken at 11:27 a.m.

The Board meeting resumed at 11:45 a.m.

9. **ACTION: GOLF COURSE MAINTENANCE WORKSHOP**

(Robb Etnyre, General Manager)

The Board of Directors heard comments from the home owners regarding the condition of the golf course and the greens.

Director Wu moved to authorize management to spend up to \$155,00 on tree removal at the golf course Director Connors seconded the motion. Motion passed: 5 – 0

General manager Robb Etnyre stated that sufficient quotes have not been received yet to make a decision today for the golf reconstruction. One quote has been received and management would like to provide three quotes to the Board. The item will be brought back in September at a special board meeting prior to the regular September 21 meeting.

Director Koenes mentioned he would like to hold a special meeting before the September board meeting to give a blanket approval amount. Director Jennings concurred.

10. **DISCUSSION: 2019/2020 WINTER SEASON PASS, PROGRAMS AND GROUP RATES**

(Michael Salmon, Director of Finance and Accounting)

The Board of Directors reviewed and discussed the rates provided by management.

Director Wu mentioned the various passes/groups and possibly streamlining in the future.

Miguel Sloane answered specific questions related to the cost increase. Director Jennings asked that staff track the usage of under 6 year olds using the facilities.

After discussion Director Wu moved to approve the winter season pass rates proposal submitted by management Director Koenes seconded. Motion passed: 5 – 0.

11. ACTION: AUDITOR FIRM RANKING

(Michael Salmon, Director of Finance and Accounting)

The Board of Directors reviewed the information provided by staff and after a brief discussion Director Connors stated that the board will review the proposals with the finance committee and come to a consensus.

After further discussion Director Wu stated that the board will submit their individual response to the finance committee on ranking the audit proposals.

12. DISCUSSION: BUDGET OBJECTIVES WORKSHOP

(Michael Salmon, Director of Finance and Accounting)

General Manger, Robb Etnyre reviewed the management objectives presentation with the Board of Directors.

Director Wu stated that the board will continue to work on the objectives and he wanted item #5 Cross Functioning Integrated Systems removed.

Michael Salmon, Director of Finance was on the phone, he answered various budget questions by the board.

Director Jennings mentioned she would like to increase the forestry budget, she would also like to approve additional staff to assist with enforcement specifically with defensible space.

13. ACTION: EMPLOYEE HEALTH INSURANCE COVERAGE RENEWAL/UPDATE FOR 2020

(Tom Knill, Director of Human Resources)

The Board of Directors discussed and reviewed the 2020 renewal rates provided by staff for health insurance coverage.

Director Jennings moved to approve the health insurance renewal for 2020 that staff is recommending Director Koenes seconded. Motion passed: 5-0

14. LUNCH

The Board of Directors adjourned to lunch at 1:00 p.m. and will resume to executive session.

15. EXECUTIVE SESSION (closed to members)

The Board of Directors adjourned to executive session at 1:05 p.m.

During executive session the Board of Directors discussed legal matters and reconvened to open session before going back in to executive session a second time.

The Board of Directors adjourned to the second executive session at 3:37 p.m.

16. ADJOURNMENT

There was board consensus to adjourn the meeting at 5:50 p.m.

Submitted by:

Jim Roth, Board of Directors Secretary

SECRETARY'S CERTIFICATE

I, Jim Roth, Secretary of Tahoe Donner Association, do hereby certify that the foregoing is a true and correct copy of the minutes of the Tahoe Donner Association Board of Directors regular meeting held on August 24, 2019 as approved by the Board members in attendance and constituting a quorum at a duty convened subsequent meeting of the Board.

Jim Roth, Board of Directors Secretary

POTENTIAL FUTURE BOARD AGENDA ITEMS

- Covenant fines item (October)
- Enforcement Code Officer
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